

# ARTS LEARNING & OUTREACH: ARTS EDUCATION PROJECTS

## D.C. Commission on the Arts & Humanities

### APPLICATION GUIDELINES FOR INDIVIDUALS AND ORGANIZATIONS FY 2006

*Program Contact:*  
*Mary Liniger*

D.C. Commission on the Arts  
and Humanities  
410 8th Street, NW, Fifth Floor  
Washington, DC 20004  
(202) 724-5613  
(202) 724-4135 FAX  
(202) 724-3148 TDD  
<http://dcarts.dc.gov>

Anthony Gittens  
Executive Director

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Government of the District  
of Columbia  
Anthony A. Williams, Mayor

#### Deadline

Wednesday, June 8, 2005 at 7:00 p.m.

All applications must be received at the Commission office by this time.

#### Arts Learning & Outreach: Arts Education Projects Workshops

Assistance in preparing applications is available through workshops for individuals and organization representatives to be held on:

- **Wednesday, May 11, 2005**  
D.C. Commission on the Arts and Humanities, 6:00-7:30 PM  
410 8th Street, NW, Fifth Floor, Washington, D.C.
- **Tuesday, May 24, 2005**  
D.C. Commission on the Arts and Humanities 12:00 – 1:30 PM  
410 8th Street, NW, Fifth Floor, Washington, D.C.

**The workshop is required for new applicants and strongly recommended for all others.**

#### About the Arts Learning & Outreach: Arts Education Projects Program

The AEP grant offers funds for programs that provide training and in-depth exploration of artistic disciplines to students from early childhood through 18 years. The projects should reinforce the importance of the arts as part of a quality education, be consistent with current D.C. Public Schools (DCPS) Content Standards and address the needs of the targeted community. Eligible projects include, but are not limited to: artist residencies, workshops, professional development for teachers, curriculum integration projects, performances, and organization-sponsored arts education programs. Projects may take place in traditional school settings or arts and humanities venues, community facilities, churches and child care facilities. Projects are funded in two categories: **School-Based Projects** and **Community-Based Projects**.

#### About the Workshops (see dates listed above)

The Arts Education Project grant workshop is required for all new AEP applicants, and is also strongly recommended for all returning applicants and previous grantees. The workshop offers technical assistance in the following areas: application procedure, criteria for funding, working with DCPS and examples of eligible projects. Grant guidelines and DCPS information will be distributed at the workshop. Specific questions related to your project may be discussed by scheduling a consultation with the AIE Coordinator for your artists or staff prior to the deadline. It is recommended, regardless of prior funding, that all applicants attend one of the sessions. Please notify Mary Liniger, AIE Coordinator, regarding which session you will attend.



#### Accessibility Services

Persons needing accessibility accommodations for Commission services and programs may contact the Commission's 504 Coordinator, Mary Liniger, at (202) 724-5613 or (202) 727-3148 TDD to request assistance. A large print or cassette version of this document is available with advance notice. Sign language interpretation is available for Commission workshops and events with two weeks notice.

**Proveemos asistencia en ESPAÑOL con previo aviso.**

The D.C. Commission on the Arts and Humanities is supported in part by the National Endowment for the Arts.

## Eligibility

### Individuals

Eligible individual applicants are artists, arts professionals (e.g., presenters, producers), educators, and those with experience in community service. Applicants must be residents of the District of Columbia for at least one year prior to the application deadline and maintain residency during the grant period. Commission funds under this program may not be used for paying tuition.

### Organizations

Eligible arts and community organizations must have their principal place of business in the District of Columbia, and have both Federal (IRS) and D.C. tax exemptions for at least one year prior to the deadline date. D.C. tax exemption will be subject to D.C. Department of Consumer and Regulatory Affairs' verification. Organizations must be in good standing as a condition for receiving funding. Commission funds under this program may not be used to fund colleges, universities, D.C. Public Schools or other government agencies.

## Grant Amounts

Projects sponsored by individuals are eligible for grant amounts ranging between \$1,000 and \$5,000. There is no matching fund requirement.

Projects sponsored by organizations are eligible for grant amounts ranging between \$1,000 and \$30,000. These funds must be matched dollar for dollar, i.e., an organization requesting \$30,000 must document a total of \$60,000 in expenses. In-kind services may not be used to satisfy the matching requirement.

**All grants are contingent upon the availability of funds. Incomplete applications will not be forwarded to panel for review.**

## Notification and Grant Period

All applicants will be notified of grant decisions, in writing, after October 17, 2005.

Grants awarded for FY 2006 must be spent between October 1, 2005 and September 30, 2006. A Final Narrative Report will be due by October 15, 2006. All former grantees are required to have submitted any outstanding final reports to be considered for funding.

## Evaluation Criteria

The following criteria will be used to evaluate the application submissions, artistic work samples and other support materials:

- Artistic Merit
- Project Design- Educational Content
- Project Design- Community Impact, Accessibility and Engagement
- Managerial and Financial Capabilities
- Program Evaluation and Assessment

Further details on the evaluation criteria can be found on pages 16-17 of the FY2006 Guide of Grants.

**New:** Individual applicants will be provided the opportunity to make a five minute presentation and/or audition to the panel as part of the review process. The presentation is optional, but recommended. To schedule a presentation, please call the Arts Commission at (202) 724-5613 after the deadline date.

## Access and Equal Opportunity

Federal and District of Columbia statutes require all applicants to comply with laws and regulations governing nondiscrimination. These include: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101-12213) which prohibits discrimination on the basis of disabilities; and the D.C. Human Rights Act of 1977.



# Arts Education Projects

Application form for **Individuals**

APPLICATION DEADLINE:

Wednesday, June 8, 2005

7:00 p.m.

## 2006

**SUBMIT: ONE ORIGINAL PACKET** (the signed application form and its attachments) and **10 COPIES**, COLLATED, BINDER CLIPPED or STAPLED. **Please type.**

**To complete the following required information, please refer to codes in the Guide to Grants (pages10-13):**

Applicant Legal Status: _____	Applicant Institution Type: _____	Applicant Discipline: _____
Project Discipline: _____	Artist Type: _____	Type of Activity: _____

**Applicant's Legal Name:** \_\_\_\_\_

**Applicant's Professional Name:** \_\_\_\_\_  
(if different than legal name)

**Address #1:** \_\_\_\_\_ **D.O.B.:** \_\_\_\_\_ **Social Security #** \_\_\_\_\_  
(P.O. Box Not Accepted)

**Address #2:** \_\_\_\_\_ **Phone #** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Washington, DC Zip Code:** \_\_\_\_\_ **Ward #** \_\_\_\_\_

**Telephone/day** \_\_\_\_\_ **Telephone/eve:** \_\_\_\_\_ **Fax :** \_\_\_\_\_  
**Email** \_\_\_\_\_ **Website** \_\_\_\_\_

**PROJECT SUMMARY** (up to 30 words, use the space provided, do not photo reduce)

**Project is located in Ward(s)** \_\_\_\_\_  
**Project Budget:** \$ \_\_\_\_\_ **Amount Requested:** \$ \_\_\_\_\_

**Number of artists participating** \_\_\_\_\_  
**Number of individuals benefiting (including audience)** \_\_\_\_\_

**Work sample submitted (i.e., 10 slides, 1 videotape)** \_\_\_\_\_

### PLEASE ATTACH THE ITEMS ON THE AEP CHECKLIST TO THE APPLICATION FORM

Collate in the exact order of the checklist. Use 8 1/2" X 11" sheets. Include your completed checklist with the application.

I hereby certify that the information in this application and its attachments are true and correct to the best of my knowledge.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**AEP**  
**2006**

## Arts Education Projects

Application form for **Organizations**

**SUBMIT: ONE ORIGINAL PACKET** (the signed application form and its attachments) and **10 COPIES**, COLLATED, BINDER CLIPPED or STAPLED. **PLEASE TYPE..**

**APPLICATION DEADLINE:**

**Wednesday, June 8, 2005**

**7:00 p.m.**

**To complete the following required information, please refer to codes in the Guide to Grants (pages10-13):**

Applicant Legal Status: \_\_\_\_\_ Applicant Institution Type: \_\_\_\_\_ Applicant Discipline: \_\_\_\_\_

Project Discipline: \_\_\_\_\_ Artist Type: \_\_\_\_\_ Type of Activity: \_\_\_\_\_

**Organization's Legal Name:** \_\_\_\_\_

**Address #1:** \_\_\_\_\_ **DC Tax Exempt #** \_\_\_\_\_ **Federal ID #** \_\_\_\_\_  
(P.O. Box Not Accepted)

**Address #2:** \_\_\_\_\_

**Washington, DC Zip Code:** \_\_\_\_\_ **Organization Ward # :** \_\_\_\_\_

**Organization Contact:** \_\_\_\_\_

**Contact**

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Project Director** \_\_\_\_\_ **Project Director Title:** \_\_\_\_\_

**Project Telephone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Website/URL** \_\_\_\_\_

**Date** \_\_\_\_\_ **Date** \_\_\_\_\_ **2005** \_\_\_\_\_ **2005** \_\_\_\_\_  
**Founded** \_\_\_\_\_ **Incorporated** \_\_\_\_\_ **Income** \_\_\_\_\_ **Expenses** \_\_\_\_\_

**PROJECT SUMMARY (up to 30 words, use the space provided, do not photo reduce)**

Project is located in Ward(s): \_\_\_\_\_

**Project Budget:** \_\_\_\_\_ **Amount Requested** \_\_\_\_\_

**Number of participating artists** \_\_\_\_\_ **Number of individuals benefiting (inc. audience)** \_\_\_\_\_

**Work sample submitted (i.e., 10 slides, 1 videotape)** \_\_\_\_\_

### **PLEASE ATTACH THE ITEMS ON THE AEP CHECKLIST TO THE APPLICATION FORM**

Collate in the exact order of the checklist. Use 8 1/2" X 11" sheets. Include your checklist with the application

I hereby certify that the information in this application and its attachments are true and correct to the best of my knowledge.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## Project Budget

### PERSONNEL

Administrative

Artistic

Technical Production

### REVENUE

Admissions

Contract Services

Other

### OUTSIDE FEES AND SERVICES

Artistic

Other

Space Rental

### PRIVATE SUPPORT

Corporate

Foundation

Other

### TRAVEL

### GOVERNMENT SUPPORT

Federal

Regional

Local\*

### MARKETING

### OPERATING EXPENSES

Equipment

Supplies

Utilities

Disability Access

Other

### APPLICANT CASH

### SUBTOTAL

### GRANT AMOUNT REQUESTED

### TOTAL EXPENSES

### TOTAL INCOME (should equal total expenses)

\*Anticipated proceeds from this application should not be included in this line, but under Grant Amount Requested.

#### Notes:

- Provide a detailed project budget narrative. Break out and explain all line items in the project budget.
- Use up to one page.
- Purchase of equipment costing \$500 or more per unit with the life expectancy of two years or more is not allowable.

## Specific Submission Requirements by Discipline

In addition to the requirements listed on the application forms, all applicants are required to submit artistic work samples up to two years old for the evaluation of artistic merit. If applicant has conducted similar projects in the past two years, it is recommended, if applicable, to include samples of participants' works (for example, a visual arts workshop participants' works). Please only submit work samples in the formats listed below.

- **VISUAL ARTS AND CRAFTS:** Individuals submit 10 slides of at least five different works. Organizations submit 20 slides of different works. Include a slide identification sheet listing the applicant and artist name, title, medium, size and date of completion of each work.
- **DANCE:** Up to two videotapes of performances.
- **INTERDISCIPLINARY/PERFORMANCE ART:** (Individuals only) Up to 10 slides with 13 copies of a slide identification sheet, or two audio/video tapes, or a combination of items, demonstrating the integration of disciplines in your work.
- **LITERATURE:** 13 copies of five works. If submitting excerpts, provide synopsis.
- **MEDIA (FILM/VIDEO/RADIO):** Up to two audio/video tapes of completed work or work-in-progress, and 13 copies of a one-page treatment of each work.
- **MULTIDISCIPLINARY:** Work samples demonstrating artistic excellence in at least two artistic disciplines. Work samples must conform to the requirements for each discipline.
- **MUSIC:** Up to two audio/video tapes. Composers and arrangers should also submit related scores or lead sheets.
- **THEATER:** Individuals submit samples that could include video tape of contrasting monologues, 10 slides of productions with 13 copies of slide identification sheet, audio tape of sound design, or 13 copies of a concept statement (1-3 pages) of a recently directed play. Playwrights submit 13 copies of a play and a one-page synopsis. Organizations submit 13 copies of up to four representational programs or playbills.

## Other Arts Education Programs

The AEP grant is one component of D.C. Commission on the Arts and Humanities' arts education programs. Other initiatives include the Arts Education Teacher Mini-Grant Program and the Artist Roster program. Please see pages 3-4 of the 2006 Guide to Grants for more information about these programs.

## About the Commission

The D.C. Commission on the Arts and Humanities is the official arts agency of the District of Columbia. Commission programs support and promote stability, vitality, and diversity of artistic expression in the District. The Commission is assisted in its grant making by advisory panels of respected arts professionals and community representatives who make recommendations to the Commission on grant awards.

## Information

For more information please call:

(202) 724-5613 (voice);

(202) 727-4135 (fax);

(202) 727-3148 (TDD)

Visit our home page:

<http://dcarts.dc.gov>

or contact us by e-mail at: [dcart@dc.gov](mailto:dcart@dc.gov)

The Commission also offers individual artist fellowships and general operating support grants to D.C. arts organizations through the Grants-in-Aid Program. For guidelines please call the number above.

# AEP

## 2006

# Application Checklist - Organizations

**Applicant Name:** \_\_\_\_\_

**BE SURE TO ATTACH A COMPLETED COPY OF THIS CHECKLIST TO EACH APPLICATION PACKET.**

For detailed instructions, see pages 9-15 of the Guide to Grants

All Applicants Include:	
<input type="checkbox"/> <b>This Checklist</b>	<input type="checkbox"/> <b>Optional Survey</b>
Choose the appropriate category for this application:	
<input type="checkbox"/> <b>SCHOOL BASED</b>	<input type="checkbox"/> <b>COMMUNITY-BASED</b>
<input type="checkbox"/> This is application # _____ of _____. (Organizations may apply once in each category, for a total of two applications. Each application must be a separate and distinct project.)	
<input type="checkbox"/> <b>Organization mission statement, brief history and project summary statement</b> (2 pages maximum).	
<input type="checkbox"/> <b>Project description (6 pages maximum)</b> including the following information (address each subject heading; use title in description): <b>1.) Project Goal &amp; Objectives</b> ( <i>What is the goal of the project? What will participants gain from the project?</i> ) <b>2.) Project Evaluation</b> ( <i>how will the project measure successes in reaching its goal?</i> ) <b>3.) Project location and target audience</b> <b>4.) Audience/participant selection and recruitment</b> <b>5.) How project integrates arts into curriculum</b> <b>6.) Project's integration of DCPS content standards and academic standards</b> , if applicable (discipline based and academic) <b>7.) Community impact</b> and impact on student achievement	
<input type="checkbox"/> <b>Applicant Experience</b> (1 page maximum): List experience in coordinating similar arts education projects. FY'04 grantees list brief description of accomplishments for grant period. FY'05 grantees give update on current project.	
<input type="checkbox"/> <b>Project Timeline and Schedule</b> (3 pages maximum; use outline format): Lesson plans, rehearsal schedules, planning sessions, etc.	
<input type="checkbox"/> <b>Accessibility Plan</b> (1 page maximum): Describe organization's accessibility services and how proposed project will be made accessible for participants with disabilities. Refer to page 15 of the Guide to Grants for more information.	
<input type="checkbox"/> <b>Project Budget</b> (fill out form on page 5)	
<input type="checkbox"/> <b>Budget Narrative</b> (1 page maximum): Cover all items, income and expenses.	
<input type="checkbox"/> <b>List of current board members</b> including occupations	
<input type="checkbox"/> <b>Résumés of key personnel</b> (2 pages maximum per résumé)	
<input type="checkbox"/> <b>Letters of partnership</b> from other project participants	
<input type="checkbox"/> <b>Additional project support material</b> (6 items maximum): Letters of support, reviews study guides, curriculum material, completed evaluations, etc.	
<input type="checkbox"/> <b>2005 Financial Statement</b> signed by organization's accountant or fiscal officer. If 2005 is not available submit 2004.	
<b>Work Sample Description:</b> A brief description of the work sample submitted (slide identification sheet, treatment, synopsis, etc.)	
<b>ALSO PROVIDE ONE COPY OF THE FOLLOWING ATTACHED TO THE TOP, ORIGINAL PACKET</b>	
<input type="checkbox"/> Work sample, as defined on page 6 and stamped envelope for return of work sample.	
<input type="checkbox"/> Your organization's IRS Letter of Determination and D.C. Tax Exempt Certificate.	
<input type="checkbox"/> A self-addressed stamped envelope with proper postage for return of work sample.	
<input type="checkbox"/> A copy of Form W-9 (Request for Taxpayer Identification Number and Certificate); available on the Commission website	
<input type="checkbox"/> Security Statement that if funded, organization will provide Metropolitan Police Department Background Check and Copy of Tuberculosis Screening for individuals directly working with children and youth	

**Applicant Name:** \_\_\_\_\_

**BE SURE TO ATTACH A COMPLETED COPY OF THIS CHECKLIST TO EACH APPLICATION PACKET.**

For detailed instructions, see page 9-15 of the Guide to Grants

All Applicants Include:	
<input type="checkbox"/> <b>Checklist</b>	<input type="checkbox"/> <b>Optional Survey</b>
Choose the appropriate category for this application:	
<input type="checkbox"/> <b>SCHOOL BASED</b>	<input type="checkbox"/> <b>COMMUNITY-BASED</b>
<input type="checkbox"/> <b>Project Summary</b> (1 page)	
<input type="checkbox"/> <b>Project Description</b> (6 pages maximum) including the following information (address each subheading; use title in description) 1.) <b>Project Goal &amp; Objectives</b> ( <i>What is the goal of your project? What will project participants gain from the project?</i> ) 2.) <b>Project Evaluation</b> ( <i>how will you measure success in reaching the project goal?</i> ) 3.) <b>Project Location and target audience</b> 4.) <b>Audience/participant selection and recruitment</b> 5.) <b>How project integrates arts into learning process</b> 6.) <b>How project involves youth, parents, teachers, and/or community</b> 7.) <b>How project strengthens academic skills through the arts</b> 8.) <b>Community impact and impact on student achievement.</b>	
<input type="checkbox"/> <b>Project Timeline and Schedule</b> (3 pages maximum; outline format): Include lesson plans, rehearsal schedules, planning sessions.	
<input type="checkbox"/> Copy of <b>Artistic Resume</b> (2 pages maximum)	
<input type="checkbox"/> <b>Project Budget</b> (fill out form on page 5)	
<input type="checkbox"/> <b>Budget Narrative</b> (1 page maximum); Cover all items, income and expenses from project budget.	
<input type="checkbox"/> <b>Partnership Letters</b> (if applicable; 5 pages maximum): Letters of partnership from other project participants, describing how project will reinforce academic curriculum (School-Based Projects) or positively impact targeted community (Community-Based Projects). Explain if no partnership letters are submitted with proposal.	
<input type="checkbox"/> <b>Additional Arts Education Project Support Material</b> (6 items maximum): Letters of support, reviews, study guides, curriculum material, completed evaluations, etc.	
<input type="checkbox"/> <b>Work Sample Description:</b> A brief description of the work sample submitted (slide identification sheet, treatment, synopsis, etc.)	
<p><b>ALSO PROVIDE <u>ONE</u> COPY OF THE FOLLOWING ATTACHED TO THE TOP, ORIGINAL PACKET</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Work sample, as defined on page 6 and stamped envelope for return of work sample.</li> <li><input type="checkbox"/> A copy of Form W-9 (Request for Taxpayer Identification Number and Certificate); available on the Commission website</li> <li><input type="checkbox"/> Security Statement that applicant will provide Metropolitan Police Department Background Check and Copy of Tuberculosis Screening if funded (for individuals directly working with children and youth)</li> </ul>	



## Grantee Information

*The D.C. Commission on the Arts and Humanities is requesting the following demographic data to comply with the agency's annual reporting as requested by the National Endowment for the Arts from all state arts agencies.*

The information provided will in no way impact on any decision (funding or otherwise) regarding your project, organization, or proposal.

This form is optional, and the D.C. Commission on the Arts and Humanities respects the rights of any and all individuals who elect not to provide this additional requested material.

### Project Descriptors

**Project Descriptors:** Check off one or more of the following "descriptors" if it applies to a significant portion (50% or more) of the grant activities. Leave lines blank if none apply.

Accessibility: \_\_\_\_\_  
 International: \_\_\_\_\_  
 Presenting/Touring: \_\_\_\_\_  
 Technology: \_\_\_\_\_  
 Youth at Risk: \_\_\_\_\_

**Arts Education:** Please indicate the extent of Arts Education activities (if any) accomplished by this project. Leave lines blank if none apply.

Less than 50% of project activities are arts education directed to		50% or more of project activities are arts education directed to	
A. K-12	<input type="checkbox"/>	A. K-12	<input type="checkbox"/>
B. Higher Education	<input type="checkbox"/>	B. Higher Education	<input type="checkbox"/>
C. Pre-kindergarten	<input type="checkbox"/>	C. Pre-kindergarten	<input type="checkbox"/>
D. Adult learners	<input type="checkbox"/>	D. Adult learners	<input type="checkbox"/>

### Racial Characteristics

Using the chart below, check the ONE box that best represents 50% or more of the racial make-up of your organization's staff, board, general programs and audience.

	Staff	Board	Audience	General Programs
Asian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Black/African American	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hispanic/Latino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
American Indian/Alaska Native	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Native Hawaiian/Pacific Islander	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No single group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>